Task: Submit Test Result

Description:

After a material sample record has been saved in the DIME database, test results associated with the material sample can be submitted to the DIME database. This file describes how to submit test results associated with a material sample. For directions on how to create a new material sample record, how to search for a sample record, and how to assign a test, please refer to their instructions files.

Who can perform this task?

Users with data editing privileges can perform this task.

Steps:

1. Log into DIME by entering your Email and Password at the following login page: https://dime.dot.ca.gov/index.php?r=site/login

For the next step select the appropriate situation for the test data. If a test has been assigned by your organization to be performed on a material sample previously then proceed to step 2a, otherwise go to step 2b.

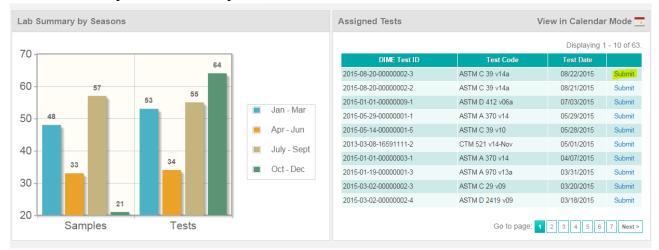
Submit Assigned Test Result(s)

- 2a. There are different ways to access the page to view the input form to submit test results for assigned tests.
 - a. On the 'Sample Detail' page, scroll to bottom of the page to view a list of assigned tests.

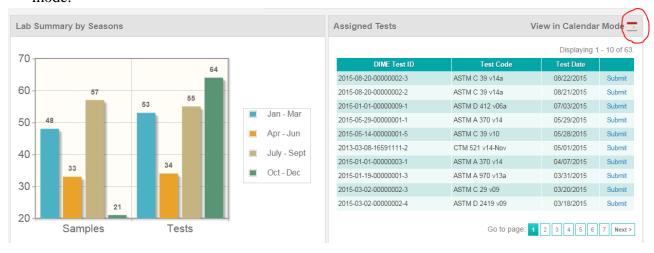


On the assigned test list, you will also see the tests assigned by other users. However, you are not able to submit test results to tests that are not assigned by your organization. Click on the 'Submit' link to go to the input form.

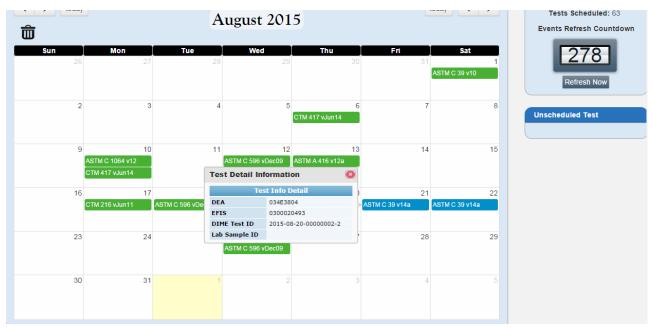
b. At the 'Login Home' page, click on the 'Submit' link next to the corresponding test and material sample to view the input form.



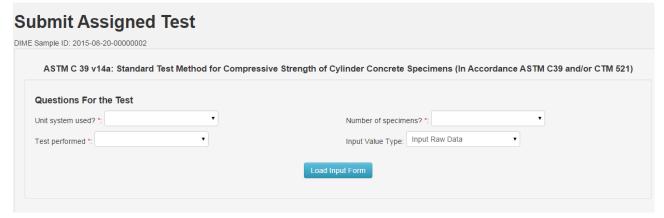
c. At the 'Login Home' page, click on the 'Calendar icon to view assigned tests in calendar mode.



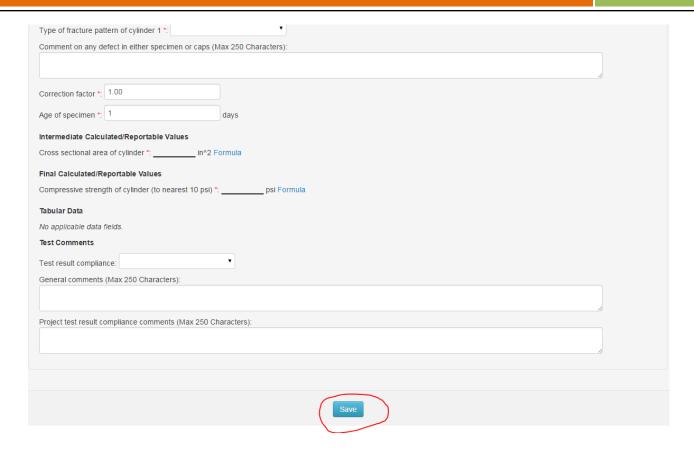
Next, click on the links on the calendar to view input form to submit test results.



3. Answer preliminary questions for the test. Click on the 'Load Input Form' button.



4. Fill in the fields and click on the 'Save' button at the bottom of the page to submit. Fix the errors if there are any. Example is shown below.



Submit New Test Result(s)

2b. Test results can be submitted without assigning a test first by using the 'Submit New Test' link on the right side of the 'Sample Detail' page.

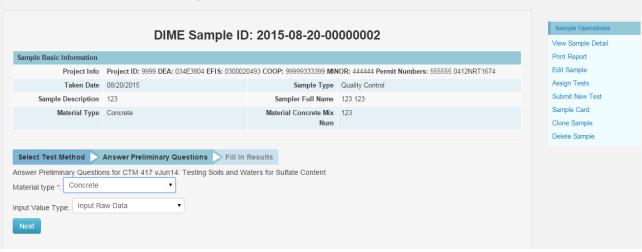


- 3. Select Test Method and click the "Next'button to load the input form.
- 4. Answer preliminary questions for the test. Click on the 'Load Input Form' button.

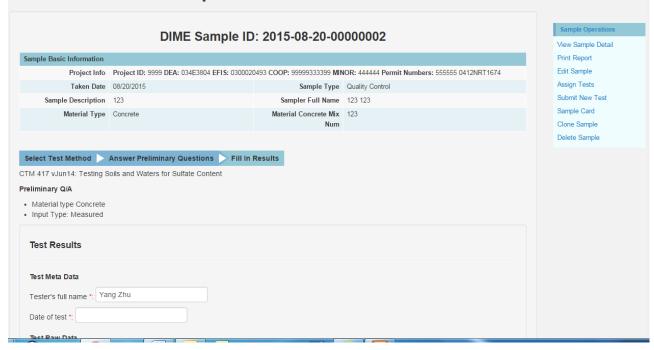
Submit New Test Step 1 of 3



Submit New Test Step 2 of 3



Submit New Test Step 3 of 3



5. Fill in the fields and click on the 'Save' button at the bottom of the page to submit. Fix the errors if there are any. Example is shown below.

Intercept of the calibration line *:
Slope of the calibration line *:
Intermediate Calculated/Reportable Values
No applicable data fields.
Final Calculated/Reportable Values
Amount of the analyte in the sample *:
Tabular Data
No applicable data fields.
Test Comments
Test result compliance: ▼
General comments (Max 250 Characters):
Project test result compliance comments (Max 250 Characters):
Save